

	Policy Title: Memorial Plaque Contribution Policy	Policy No: CO-002
	Authority: Council	Classification: Parks & Environmental Services
	Date Adopted: July 8, 2019	Resolution No: 2019-350
Historical Changes: - Replaces <i>Memorial Dedication Policy, 2014</i> (Policy No. 12.1) - Amended September 9, 2019 (Resolution No. 2019-416) – Word ‘Sculpture’ replaced with ‘Structure’		

Purpose:

To provide the parameters and guidelines for citizens to participate in a memorial program within the District’s greenspaces including parks, trails, and public open spaces.

Scope:

This policy applies to Commemorative Items deemed appropriate for memorial dedication within parks, trails and public open spaces owned and managed by the District of Sooke.

Definitions:

Commemorative Item(s)	<i>District owned asset, including a Memorial Structure, the District deems appropriate for displaying a Memorial Plaque as part of this policy and as defined under the Operational Procedure.</i>
Contribution	<i>A monetary amount, as determined by the District, provided for a Memorial Plaque which will be affixed to a Commemorative Item as chosen by the Sponsor.</i>
Declaration	<i>A formal, written statement of conditions or terms of an agreement.</i>
District	<i>The District of Sooke.</i>
Environmental Impact	<i>Common natural events including, but not limited to, sea-spray, ocean surges, storm waves, fallen trees, and any unforeseen weather or natural event(s).</i>
Lands	<i>Lands within and owned by the District of Sooke; a park, trail, or open space.</i>
Memorial Plaque	<i>A small, flat, metal, ornamental tablet that is affixed to a Commemorative Item surface, inscribed with a limited number of lines or words (in accordance with the Operational Procedure), chosen by the Sponsor and approved by the District</i>
Memorial Structure	<i>A large, stand-alone structure which accommodates a large quantity of Memorial Plaques, located on District Lands.</i>
Operational Procedure	<i>A document outlining the process performed by the District staff in accordance to the guidelines of the policy.</i>
Sponsor	<i>Person(s) providing a Contribution or wishing to provide a Contribution to the District for a Memorial Plaque.</i>



Principles:

1) General

- a) The District will accept a Contribution for a Memorial Plaque subject to this policy and in accordance with the Operational Procedure of the same name.
- b) Applications, including the Contribution amount, will be accepted by the District in accordance with the Operational Procedure.
- c) The Sponsor must not scatter and/or inter cremated remains where the Commemorative Item is located in accordance with the *Cremation, Interment and Funeral Services Act*.
- d) All Sponsors must sign a Declaration in the form prescribed in the Operational Procedure, confirming terms and other conditions.
- e) The amount of the Contribution will be in accordance with the District's Fees Bylaw, or its equivalent, and determined by the type of Commemorative Item selected to have the Memorial Plaque affixed.
- f) It is the responsibility of the Sponsor to ensure that their contact information is kept current with the District.

2) Memorial Plaque

- a) All Memorial Plaques will be the same size and print, in accordance with the Operational Procedure. The cost associated with the plaque is included in the Contribution amount.
- b) Plaque wording will be provided by the Sponsor using the forms included in the Operational Procedure and must be approved by the District. The District will work with the Sponsor to establish wording appropriate to a public setting, as outlined in the Operational Procedure.
- c) The Memorial Plaque will be affixed to and remain on the Commemorative Item for 10 years, effective from the date of installation. Depending on the wishes of the Sponsor, as indicated at the time of application, the Memorial Plaque will, at no additional cost to the Sponsor:
 - i. remain affixed to its Commemorative Item, if renewed;
 - ii. be returned to the Sponsor; or
 - iii. placed on a Memorial Structure for perpetuity.
- d) Memorial Plaques will be installed by the District. However, the District reserves the right not to replace and/or repair damage to a Memorial Plaque in circumstances of theft, vandalism and/or environmental impact. An option or solution may be proposed to the Sponsor at the discretion of the Parks & Environmental Services Department.

3) Commemorative Item(s)

- a) The Contribution in no way constitutes ownership of the Commemorative Item by the Sponsor, nor the Lands upon which it is situated, or the surrounding Lands. The District owns the Commemorative Item and retains the right to use the Lands adjacent to the Commemorative Item, as it deems appropriate, up to and including the moving of the Commemorative Item to other Lands. Every attempt will be made to ensure the Commemorative Item will be re-located as close to the original placement as is feasible. The District will contact the Sponsor in such circumstances.
- b) The District will work with the Sponsor to select the Lands, a location (if applicable), and type of Commemorative Item based on availability. If none are available upon application date, the Sponsor will have the option to place their name on a 'Waitlist' in accordance to this Policy.

- c) The addition of Commemorative Items may be restricted in some Lands, as determined by the Head of Parks & Environmental Services and outlined in the Operational Procedure, in order to ensure a reasonable balance of amenities and open space. The Head of Parks and Environmental Services reserves the right to determine the final placement of the Commemorative Item.
- d) The District will be responsible for installation of the Commemorative Item.
- e) The District respectfully advises that placement of artifacts such as flowers, pictures, photographs, notes, gifts, wreaths, commemorative stones, etc. are not permitted at or near the location of the Commemorative Item.
- f) The Commemorative Item will be maintained by the District. The District will, where operationally feasible, repair or replace damaged Commemorative Items. However, the District reserves the right not to replace and/or repair a Commemorative Item that has excessive damage or deemed unsafe as a result of theft, vandalism, or environmental impacts. Where the District opts not to replace the Commemorative Item, the Sponsor shall be contacted with the option to, for the remainder of their term, have the Memorial Plaque placed on a Memorial Structure or other Commemorative Item. The District reserves the right to move the Memorial Plaque to an alternate Commemorative Item placed within the same location or other Lands if the District is unable to contact the Sponsor.
- g) Each Commemorative Item will only have one Memorial Plaque affixed to it.

4) Waitlist

- a) The District will establish a waitlist for Sponsors on a “first come, first served” model.

5) Renewals

- a) At the time of application for a memorial plaque, sponsors will have the option to purchase one (1) additional 10-year term.
- b) Upon expiry of the term, the District will relocate the Memorial Plaque to the Memorial Structure unless the Sponsor has requested it be returned to them.

6) Grandfather Clause – Existing Sponsors

- a) The District will allow existing Memorial Plaques to remain on existing Commemorative Items, for a further 10-year term, commencing July 2019, at no cost. At the end of this period, the Memorial Plaque will be removed and affixed to the Memorial Structure, unless the Sponsor has requested that it be returned to them.
- b) The Memorial Plaque will be affixed to the Memorial Structure in the event the District is unable to contact the Sponsor.
- c) All other sections of this Policy will apply to existing Sponsors.



References:

Policy Number:	CO-002
Policy Owners:	Head of Parks & Environmental Services
Endorsed by:	Leadership Team
Final Approval Date:	July 8, 2019
Review Date:	5 years following adoption - 2024
Revision Date:	Refer to <i>Historical Changes</i> in first page Header
Related Policies:	Previously, <i>Memorial Dedication Policy 12.1</i>
Related Publications:	Memorial Plaque Operational Procedure/ Application Form/ Declaration

Contact Information:

Position: Head of Parks & Environmental Services